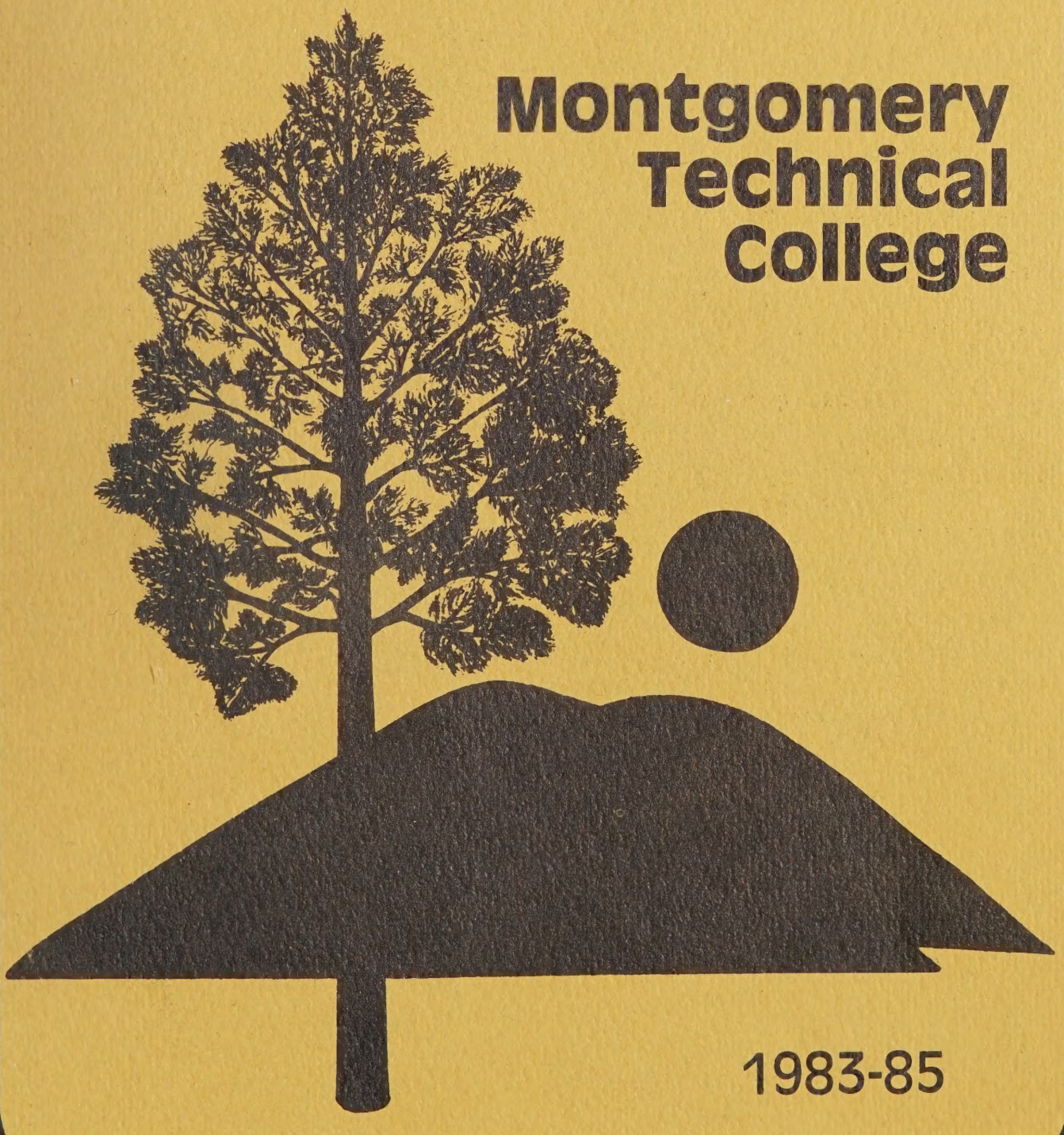
GENERAL INFORMATION



Montgomery Technical College

1983-85

FALL QUARTER	1983-84	1984-85
Labor Day Holiday	September 5	September 3
Registration	September 6	September 4
Classes Begin: Late Registration Fee Applies	September 7	September 5
Last Day To Drop, Add, or Enter Classes	September 14	September 12
Last Day For Tuition Refund	September 16	September 14
Mid-Term-Last Day to Withdraw From A Course Without Receiving An "F"	October 14	October 12
Pre-Registration For Winter Quarter (Returning Students Only)	November 16	November 14
Last Day of Fall Quarter Classes	November 22	November 20
WINTER QUARTER		
Registration	November 28	November 26
Classes Begin: Late Registration Fee Applies	November 29	November 27
Last Day To Drop, Add, or Enter Classes	December 6	December 4
Last Day For Tuition Refund	December 8	December 6
Instruction Ends For Christmas Holidays	December 16	December 18
Instruction Resumes	January 2	January 2
Mid-Term-Last Day to Withdraw From Courses Without Receiving an "F"	January 19	January 17
Pre-Registration For Spring Quarter (Returning Students Only)	February 22	February 20
Last Day of Winter Quarter Classes	February 27	February 25
SPRING QUARTER		
Registration	March 1	February 28
Classes Begin: Late Registration Fee Applies	March 5	March 4
Last Day to Drop, Add, or Enter Classes	March 12	March 11
Last Day For Tuition Refund	March 14	March 13
Instruction Ends For Spring Holidays	April 20	April 4
Instruction Resumes	April 30	April 15
Mid-Term-Last Day to Withdraw From a Course Without Receiving an "F"	April 11	April 17
Pre-Registration For Summer Quarter (Returning Students Only)	May 16	May 15
Last Day of Spring Quarter Classes	May 25	May 23
Memorial Day Holiday	May 28	May 27
SUMMER QUARTER		
Registration	May 31	May 30
Classes Begin: Late Registration Fee Applies	June 4	June 3
Last Day to Drop, Add, or Enter Classes	June 11	June10
Last Day For Tuition Refund	June 13	June 12
Instruction Ends For Independence Holidays	June 29	June 27
Instruction Resumes	July 9	July 8
Mid-Term-Last Day to Withdraw From A Course Without Receiving an "F"	July 18	July 17
Pre-Registration For Fall Quarter (Returning Students Only)	August 15	August 14
Last Day of Summer Quarter Classes	August 24	August 22
Graduation	August 24	August 23

Volume 8/September, 1983

Published by
MONTGOMERY TECHNICAL COLLEGE
P.O. Box Drawer 487
Troy, North Carolina 27371
(919) 572-3691

VISITORS

Visitors to the college are always welcome. The college is open between the hours of 8 a.m. and 10 p.m., Monday through Thursday.

Mongomery Technical College issues this catalog to furnish information about the institution and its programs. Information is subject to change without notice and is not binding on the college or the State of North Carolina. Efforts are made to keep changes to a minimum, but changes by the State Board of Community Colleges, the Department of Community Colleges, or the college may make alterations necessary.

Montgomery Technical College has filed with the Federal Government as Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of activity of this college receiving Federal financial assistance. Under the Assurance, MTC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

MESSAGE FROM THE PRESIDENT

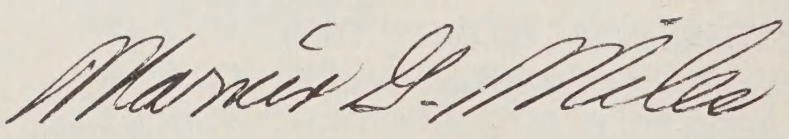
The motto of Montgomery Technical College is "Dedicated to the Community We Serve." Embodied in this motto is our realization of the supreme worth of the individual. Philosophically this means through the educational process, every individual should be given the opportunity to develop to his or her maximum potential. Practically for the staff and faculty of MTC, this means providing low cost, quality education under an "open door" policy.

Foremost among the educational opjectives of Montgomery Technical College is the express intent to prepare its students for life-long success. Our approach to this results in a continual upgrading of technical and vocational curricula to realistically prepare the student for successful transition into our present industrial community.

In the selection of our faculty and staff we attempt to combine the best in academic, industrial and professional experience. Our facilities and equipment are designed to prepare the student for an era which is characterized by rapid change and highly advanced technology.

Please use this catalog and the personnel of Montgomery Technical College to aid you in determining your training for future employment.

Sincerely



Marvin G. Miles, President

HISTORY

The State Board of Education issued a charter to Montgomery Technical College on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees.

In November, 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68. Full-time curriculum students were accepted in August, 1968. First students were graduated in June 1969.

Adult Basic Education and Adult High School Diploma Programs began October, 1968. In June, 1968, the building on Page Street was occupied as a temporary location of Montgomery Technical College.

On June 3, 1971, the State Board of Education approved Montgomery Technical College as a chartered technical institution, effective July, 1971.

In compliance with the law, four additional trustees were appointed by the Governor of December 1, 1971. Local control of the college is the responsibility of the Board of Trustees. The President of the Student Government Association serves as an exofficio member of the Board.

June 12, 1977, the citizens of Montgomery County dedicated the present facility which is located on 76 acres donated by the family of Colonel Reese Blair.

PURPOSE

The purpose of Montgomery Technical College is to meet the educational needs of the citizens of its community by offering technical, vocational, general education, and adult education which will prepare them for business, employment, advanced study, or self-satisfaction.

OBJECTIVES

To inspire in students an active desire for continuing personal growth and development as an essential quality of life.

To provide guidance designed to help the student understand himself/herself and his/her involvement in vocational and avocation experiences.

To provide suitable courses for adults who wish to further their education, enrich their lives, and improve their personal efficiency.

STUDENT LIFE

A student at Montgomery Technical College is anyone expressing an educational need. The students are young, middle-aged and old. They are college and high school graduates, elementary and high school dropouts. They are single, married, divorced, and widowed. They are sons, daughters, parents, and grandparents.

They are people learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity.

They are employed full-time, part-time, and unemployed. They have family and job responsibilities.

From this diversity of people, needs, and personalities comes one common factor — all are ordinary people with a desire to learn.

Montgomery Technical College offers a formal education in an informal setting. Administration, faculty, and students mingle freely.

The classroom building is a spacious contemporary structure. Classrooms and restrooms are designed to be easily accessible to handicapped and older students.

Two lounge areas are available for students to eat, relax and visit with each other.

THE STUDENT GOVERNMENT ASSOCIATION

All students who pay the activity fee are members of this organization. They receive experience in responsible citizenship through participation in student government activities.

The Executive officers (President, DAY Vice-President, Evening Vice-President, and Secretary-Treasurer) are elected in October.

ADMISSIONS

THE "OPEN DOOR" POLICY

Montgomery Technical College is a state-supported institution operating under an open door admissions policy. The college is open to all high school graduates or adults 18 years of age or older who wish to continue their education.

Applicants are granted admission into specific programs when they demonstrate their aptitude for those programs as determined by personal interest, academic background, test scores, and personal interviews.

If an academic deficiency exists, prospective students will be given an opportunity to remove the deficiency by taking preparatory work through Guided Studies.

Persons between 16 and 17 years of age who have special needs may be admitted with the approval of the local school superintendent and/or parents or guardian.

Montgomery Technical College and the Montgomery County Board of Education have a dual enrollment agreement for high school students between 16 and 18 years of age.

GENERAL ADMISSIONS PROCEDURES

A person who wishes to enroll in a curriculum at Montgomery Technical College should follow these steps.

a. Obtain application and return it properly completed to the Student Services Department.

b. Request that a transcript of high school education, including GED, and all post-high school course work be sent to the Student Services Department. In cases where high school students have not completed their final course work, a supplemental grade report should be forwarded to MTC after the student's graduation.

c. Take the appropriate admission or placement test, if required.

d. Have personal interview if requested by the Director of Student Services.

e. Complete any additional entrance requirements for individual programs.

SPECIAL ADMISSIONS REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS, GENERAL EDUCATION AND LPN

A high school diploma or high school equivalency certificate (GED) that meets North Carolina standards is required of all applicants for degree programs and Practical Nurse Education (LPN).

Applicants to the Practical Nurse Education (LPN) must take an admissions test and have a personal interview with the Director of Nursing and Student Services Counselor.

VOCATIONAL PROGRAMS

A high school diploma or GED Certificate that meets North Carolina standards is desirable, however, consideration is given to any prospective student whose interest and ability make successful completion of a diploma program likely.

CONTINUING EDUCATION PROGRAMS

Admission to these programs is open to anyone who is a high school graduate of 18 years of age or older and not currently enrolled in a public school.

INSTITUTIONAL EVALUATION

When all information is received by the Student Services office, the applicant's personal record will be reviewed. If success in an applicant's chosen field appears possible based upon admission information, the applicant may be admitted directly into the program of his/her choice. Should the applicant lack appropriate educational preparation as indicated by transcripts, test scores, and/or previous grades, he or she must remove the educational deficiency by taking preparatory courses. The applicant may then be registered for Guided Studies courses, with provisional admission into the program of his/her choice.

Applicants who meet the entrance requirements may enroll at the beginning of any quarter, as long as enrollment quotas for the program chosen have not been filled or if the program does not have specific policies or procedures.

For LPN, applicant's personal records will be evaluated on the specified dates of February 15, May 15, and August 15, or until the maximum number for enrollment is met.

RESIDENT STATUS FOR ADMISSIONS INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

a. Up to 75 days prior to the beginning of a quarter, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Randolph, Moore, Richmond, Anson, Stanly, Rowan and Davidson.

b. After the 75 days cutoff, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.

c. Students already enrolled have a priority equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.

d. For fall quarter, options remain open for early acceptances in degree and diploma programs with known openings.

e. Residency Classification is made by the Director of Student Services. Any applicant desiring to appeal his/her residency classification may do so in writing to the Admissions Committee, Montgomery Technical College.

STUDENT CLASSIFICATION

Full-Time: One who is registered for a minimum of 12 credit hours.

Part-Time: One who is registered for eleven quarter hours or less.

Special Credit Student: One who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum.

To be admitted as a Special Student, a prospective student should complete the application for admission.

Provisional Student: A student applying too late to complete pre-entrance requirements before the registration period or a student admitted to selected courses on a quarter by quarter basis while completing Guided Studies work or other admission requirements.

Audit Student: A student registered for a course for which he or she does not wish to receive credit. The audit student does not have to take required examinations; otherwise participation and attendance in class is on the same basis as a credit student.

REGISTRATION

Students who have been admitted will register on the dates listed on the Academic Calendar.

INSUFFICIENT ENROLLMENT

Classes or programs may be cancelled due to insufficient enrollment. Refunds will be made or students may choose another class or program.

NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

HOUSING

Since the college has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The college takes no responsibility for locating or supervising student housing. However, the Student Services Office will assist students in finding suitable housing whenever possible. A list of local realtors is available on request.

TUITION AND FEES

TUITION

All legal residents of North Carolina enrolled in one-year technical curricula will be charged $4.25 per credit hour with a maximum tuition charge of $51.00 per quarter. Out-of-state students will pay a tuition of $21.25 per quarter hour with a maximum of $255.00 per quarter.

Students over the age of 65 years are exempt from tuition in accordance with chapter 606 of the 1975 Session Laws.

RESIDENT STATUS FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than that for non-residents. A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 116-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

"To qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-dimiciliary status of the individual."

Because a student lives in NC for one year does not guarantee resident status has been met. Resident status is determined by the Director of Student Services. Appeals may be made in writing to the Admissions Committee, Montgomery Technical College.

TEXTBOOKS

Textbooks and supplies are available through the Bookstore. Depending on the program of study, students can expect to pay between $20 and $90 for textbooks per quarter.

FEES

CURRICULUM — Some programs require the student purchase books, uniforms, materials, tools, and/or supplies to effectively complete the course and competitively enter employment. These purchases vary according to the program. A list of tools, supplies and material including estimated cost is available but are not limited to: Accounting, Criminal Justice, Air Conditioning & Refrigeration, Auto Body Repair, Automotive Mechanics, Gunsmithing, Licensed Practical Nurse, Light Construction, Pottery, Small Engines Repair, and Taxidermy. Purchase is directly related to our policy of ownership.

POLICY OF OWNERSHIP — All products produced by the student with institutional supplies, materials, tools, and equipment are the property of the college. However, students may have the option to supply their own supplies, materials, and tools. The products produced then are the personal property of the student, and the college will charge only for the institutional comsumables used by the student in producing the product.

EXTENSION AND ADULT EDUCATION — The above policy of ownership applies to all extension and adult education classes. Continuing Education fees vary from $10 for occupational and academic courses to .75¢ for each contact hour in avocational and practical skills courses. Additional fees vary depending upon the nature of the courses. Miscellaneous expenses, where applicable, will be described to each student by the instructor.

INSURANCE

All students are encouraged to purchase accident insurance at a nominal cost. Accident insurance covers the student while attending classes and reasonable travel time to and from classes. The period of coverage is for an academic year from September through August.

STUDENT ACTIVITY FEE

All students registering for six (6) or more curriculum quarter-credit hours are required to pay a $4.00 activity fee per quarter. The student activity fee is budgeted by the Student Government Association. The fee is used for social activities, student newspaper, and other student-oriented activities and events.

Any student may pay this activity fee and participate in all SGA activities as an associate member.

LATE REGISTRATION FEE

A late registration fee of $5.00 may be charged to students who complete registration after the date listed in the college's Academic Calendar. Late fees do not apply to "walk-in's".

Notice: Registration is not complete until all fees are paid or deferred by the Business Office and the student's registration form is validated.

REFUND POLICY FOR CURRICULUM STUDENTS

Tuition refund for the students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, or the student places out (credit by exam) of a class, in which case all tuition will be refunded.

Any fees not designated as tuition are not refundable. Upon request, the activity and insurance fees may be refunded during the ten (10) calendar days after the first day of classes.

GRADUATION FEE

The graduation fee is $15.00, payable at the beginning of the student's last quarter registration. This fee includes all the costs of graduation or receiving a diploma in absentia. At the request of the student, a certificate of completion is available upon completion of graduation requirements.

TRANSCRIPTS

Upon written request, the college will provide for each student up to three transcripts free of charge. Additional transcripts will be provided for $1.00 each. Students may receive or have transmitted copies of transcripts only on themselves.

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE CURRICULUM PROGRAMS
Day

Accounting
Business Administration
Criminal Justice/Protective Services Technology
Early Childhood Associate
General Education (Liberal Arts)
Secretarial Science (Executive)

VOCATIONAL DIPLOMA CURRICULUM PROGRAMS
Day

Air Conditioning & Refrigeration
Auto Body Repair
Automotive Mechanics
Gunsmithing
Light Construction
Pottery Production
Practical Nurse Education
Taxidermy

ASSOCIATE DEGREE CURRICULUM PROGRAMS
Evening

Accounting
Business Administration
Criminal Justice/Protective Services Technology
Early Childhood Associate
General Education (Liberal Arts)
Secretarial Science (Executive)

VOCATIONAL DIPLOMA PROGRAMS
Evening

Air Conditioning & Refrigeration
Auto Body Repair
Automotive Mechanics
Gunsmithing
Pottery Production
Taxidermy

EVENING PROGRAMS

The college offers an extensive night program which includes many of the credit courses given in the daytime, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining.

The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment. A student may enroll simultaneously for both day and evening classes in the same vocational program only under specific guidelines set forth in the student handbook.

Evening vocational diploma programs are offered on a part-time basis. The required major courses are divided into two sections (A and B) for registration purposes. It takes two quarters at night (sections A & B) to equal one full quarter during the day. This division relates only to major area courses. Related courses are offered at full value quarterly.

PREPARATORY
GUIDED STUDIES

Guided Studies is a post-secondary preparatory program that provides students with the necessary academic background to enable them to enter the program of their choice with a good probability of success.

Courses offered through the Guided Studies Programs are not substitutes for regular curriculum courses, but have been developed specifically to prepare students for regular curriculum courses.

CONTINUING EDUCATION PROGRAMS

Adult Basic Education
Distributive Occupational Education
Fire Service Training
General Adult Education
General Occupational Education
Hospitality Education
Human Resources Development Program
Law Enforcement Training
Management Development Training
New and Expanding Industry Training

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, maintaining the grade average required, knowing their academic standing, and meeting all degree requirements. Advisors and counselors are available to all students, but final responsibility rests with the student.

GUIDANCE AND COUNSELING

Human development is a life-long process leading to self-determination, self-direction, recognition of self-worth, and constructive behavior. Our aim in counseling is to be agents of human development, taking students where they are and facilitating their growth.

Counseling begins with the pre-entrance interview and lasts throughout a student's stay at Montgomery Technical College.

Counselors are available to all students by appointment or on a walk-in basis. Counseling sessions may center around program selection, career planning, academic concerns, and personal issues.

Counselors may administer aptitude tests, interest inventories, and personality inventories.

Reference materials dealing with educational opportunities and occupational information are available.

Students are encouraged to use any phase of the counseling service at any time.

ACADEMIC ADVISORS

After registration, each student will be assigned an academic advisor from his/her major field of study. The advisor serves as a consultant concerning class performance, problems, and college activities. The advisor also helps to identify students who need counseling services.

TESTING

Preadmissions tests are given for the Practical Nurse Education Program in accordance with the testing policy set forth by the Admissions Committee. Placement tests to determine academic readiness are given during the first two weeks of each quarter for new students and for returning students who have not been tested. Proficiency exams may be given by individual instructors at the beginning of each quarter.

Interest inventories and personality surveys are available to students at any time during their stay at MTC.

ORIENTATION

An orientation session for all new full-time students is held during the first week of the Fall quarter. This session introduces the new student to Montgomery Technical College, explains school policy and procedures, and provides information to help the student adapt easily and feel comfortable in new surroundings.

CAREER PLANNING/JOB REFERRAL SERVICE

The job referral service assists students in finding part-time and full-time employment. Included in this are the following services: Vocational testing; availability of occupational information; career counseling; job-search workshops; notification of positions available. This service is available to students and graduates. The college does not guarantee any graduate a job.

STUDENT FINANCIAL AID

The primary purpose of student financial aid is to provide financial resources to students who would otherwise be unable to pursue postsecondary education. The Financial Aid Officer at Montgomery Technical College will make every effort to meet the demonstrated needs of all students to the extent funding will permit in an ethical manner. All aid awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing postsecondary education rests with the student and his/her family, every effort is made to provide necessary supplementary funding to insure that no student is denied the opportunity to attend MTC because of financial limitations. Strict confidentiality is maintained in regard to all aspects of Financial Aid.

The ACT (American College Testing) Family Financial Statement is the basic form to be completed in order to apply for all financial aid administered thru the Financial Aid Office at MTC. While this form is a comprehensive aid application for assistance at Montgomery Tech, a student may elect to apply for the Pell Grant without completing the ACT form. Pell Grant appliations, as well as ACT forms, are available at all times in the Financial Aid Office in Student Services. Essentially aid is packaged from the following sources: Pell Grant, SEOG (Supplemental Educational Opportunity Grant), NCSIG (North Carolina Student Incentive Grant), College Work Study, and Local Scholarships. In addition Vocational Rehabilitation, the Guaranteed Student Loan Program, and several specific scholarships awards are among other avenues of aid distributed thru the Financial Aid Office.

The Financial Aid Office is available on campus to assist any individual with information or completion of application forms in connection with Financial Aid.

TRANSFER OF CREDITS

Applicants wishing to transfer credits from another post-secondary institution must request official transcript(s) showing credit earned before any evaluation toward credit can be made. All courses will be evaluated on merit and relevance. No grade lower than a "C" may be transferred. Transfer credit will be clearly identified on the student's educational record. The college reserves the right to accept or reject credits earned at other institutions.

Before credits will be awarded in Vocational areas, the applicant must demonstrate proficiency in the area. This is done in accordance with the Proficiency Examination for Credit Policy.

A student changing his/her program of study must submit a new application for admission. Vocational Courses for which previous training might qualify for credit in the student's new curriculum will be considered for transfer according to the Proficiency Examination for Credit Policy. Academic courses bearing the same name and course number will transfer value for value and will be used in computing the student's overall grade point average.

NOTICE: Anyone wishing to transfer Math, Accounting or Shorthand credits into a curriculum program may be required to take a proficiency test to determine acceptability of previous credits.

PROFICIENCY EXAMINATION FOR CREDIT

Any student who feels his/her knowledge of a subject is adequate to pass that subject, may request a Proficiency Examination for Credit. This may be a written examination or a demonstration of skills. (based on prior training and/or experience).

The Dean of Instruction determines which courses may use the Proficiency Examination for Credit. A request for a Proficiency Examination may be made at any time. To request a proficiency examination, a student should submit to the Dean of Instruction a written request to challenge a particular course for credit. The Dean of Instruction will assign a faculty member to administer the examination. A passing grade (credit by exam CE) is posted on the student's permanent record and full credit for the course is awarded.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

CONTINUING EDUCATION UNITS (CEUs)

Students desiring to transfer credits into curriculum from a course completed while enrolled in a Continuing Education Program may do so according to the following guidelines:

a. The course or units shall be judged by the Student Services Staff as relevant to the curriculim.

b. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.

c. All passing grades will be considered for credit. No CEUs will be used in computing the grade point average.

d. No more than 25% of the curriculum's total credit hours required for graduation can be continuing education units.

e. Proficiency examinations may be required before CEU credits are awarded.

LEARNING RESOURCES CENTER

INDIVIDUALIZED INSTRUCTION CENTER

A special feature of the LRC is the Individualized Instruction Center. This center provides a variety of educational experiences for community citizens. Among these are the High School Completion Program, the Guided Studies Preparation Program, courses of general interest, and courses related to the curriculum offerings.

The center provides these courses by using the individualized and programmed approach to teaching. An analysis of the student's needs is made and personalized learning activities are planned to assist the student in achieving stated goals.

LIBRARY

The Library provides instructional support for the faculty, aids the students in learning, and serves the administration and community. The function of the Library is to support and enrich classroom instruction through a collection of carefully selected materials for personal enrichment. These functions are achieved through book and non-book media, and self-study materials.

The Library, a multi-media center, has a carefully selected and growing collection of more than 12,000 volumes, subscriptions to 150 current periodicals, and a variety of audiovisual materials. Audiovisual software, such as films, filmstrips, cassettes, slides, transparencies, tapes, microfilms, and other types are added when appropriate to provide a wide range of information in various forms for libary patrons.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a 16mm film program. All circulating materials belonging to the State Library collection or to any four-year institution in the State are available through inter-library loan to all patrons of the library. The State Library's 16mm film collection is also available to patrons of the library.

The LRC is fully air-conditioned and carpeted. Individual study carrels, tables, and lounge furniture provide a pleasant atmosphere for study, research, browsing, self-improvement, and enjoyment. Professional staff are on duty to assist with reference, research, tutorial assistance and reading guidance. The staff provides assistance and orientation in the use of the center. The LRC is open Monday through Thursday from 8:00 a.m. to 10:00 p.m., except for scheduled quarter breaks and holidays. All citizens of Montgomery County may use these facilities.

VETERANS INFORMATION

FINANCIAL ASSISTANCE FOR VETERANS, WAR ORPHANS, WIDOWS, AND DISABLED VETERANS

The Veterans Administration offers educational assistance to veterans with at least 181 days continuous active duty, any part of which occured after January 31, 1955 but before January 1, 1977, and who were discharged under conditions other than dishonorable. Each veteran has eligibility for 10 years after release from active duty but not later than December 31, 1989.

Veterans who entered active duty on or after January 1, 1977, and who were released under conditions other than dishonorable, are entitled to educational assistance only if they satisfactorily contributed to the educational assistance fund while on active duty. (Satisfactory contribution of the monthly deductions of $25 - $100 from military pay, up to a maximum of $2,700.) If a veteran uses the contribution to pursue an approved course of education, the VA will match the contribution at the rate of $2 to $1.

Veterans released from active duty for a service-connected disability are also eligible for assistance.

Wives and children of service personnel who died of service-connected injuries, who are missing in action, prisoners of war, or who are totally and permanently disabled as a result of service-connected injuries, may also qualify for educational benefits.

Each veteran is entitled to benefits for 1½ months for each month of active duty less than 18 months. Any veteran who enlisted prior to January 1, 1977 and who has served at least 18 months, can draw the maximum entitlement of 45 months. Any veteran who enlisted on or after January 1, 1977 has a maximum entitlement of 36 months or the number of months he/she actually contributed, whichever is less.

DEGREE PROGRAMS

Benefits are based on an individual's classification according to his/her CREDIT HOURS per quarter:

Full-Time	12 Credit Hours
3/4 Time	9 - 11 Credit Hours
1/2 Time	6 - 8 Credit Hours

VOCATIONAL PROGRAMS

Benefits are based on an individual's classification according to a combination of his/her CONTACT and CREDIT HOURS per quarter.

Full-Time	12 or more Credit Hours plus 22 Contact Hours
3/4 Time	9 Credit Hours plus 16 - 21 Contact Hours
1/2 Time	6 Credit Hours plus 11 - 15 Contact Hours

HIGH SCHOOL COMPLETION

Benefits are based on an individual's CONTACT HOURS per week.

Full-Time	18 Contact Hours
3/4 Time	13 - 17 Contact Hours
1/2 Time	9 - 12 Contact Hours

PROCEDURE FOR VA CERTIFICATION

*Complete institutional application for admission.
*Provide Student Services a copy of high school or GED and any post highschool transcripts (college and pre-college).
Take DD-214, marriage license, and birth certificates of children (if applicable) to local Veteran's Service Office and obtain VA Form 22-1999 (VA Enrollment Certification).
*If Veteran has previously used any VA Educational Entitlement, VA Form 22-1995 must be completed.
*Submit VA Form 22-1999 and VA Form 22-1995 (if applicable) to Student Services Office at Montgomery Technical College.

Veterans enrolling in approved courses must pursue the exact curriculum listed in the school catalog, provide the Veterans Administration with exact records of attendance, and maintain satisfactory academic progress, attendance, and conduct for continuing eligibility of payments.

DAY CARE SERVICES

Montgomery Technical College offers, on a space-available basis, day care services for children of faculty, staff, and students. Children must be between 2 years, 7 months of age, and kindergarten age. A nominal fee is charged.

ACCREDITATION

Southern Association of Colleges and Schools
North Carolina State Board of Nursing

DIRECTORY OF PERSONNEL

BOARD OF TRUSTEES

Mr. J.F. Allen
Mrs. Alleen W. Blackwell
Mr. Lenue T. James
Mr. J.C. McRae
Mr. Jerry Ingram
Mr. Roy Maness
Mr. Paul Hurley
Mr. Hector McNair
Mr. Frank Kersey
Mrs. Anna Parker
Mr. Elijah Peterson
Mr. David Whitesell

ADMINISTRATIVE STAFF

Marvin G. Miles.....President
Harold F. Blake.....Dean of Instruction
Doris M. Haywood.....Business Manager
Phillip H. Kissell.....Director of Student Services
Bruce T. Turner.....Director of Continuing Education

SUPPORT SERVICES STAFF

Tina C. Beaman.....Secretary, Faculty
Patricia M. Brady.....Registrar
Peggy M. Brewer.....Bookstore Manager
Sarah M. Carpenter.....Library Technician
Willie M. Chambers.....Maintenance
Virginia F. Cranford.....Bookstore Assistant
Jack W. Crawford.....Director, Learning Resources Center
Jackie G. Dixon.....Day Care Laboratory Supervisor
Mary N. Gaffney.....Secretary/Continuing Education
Candace Garner.....CETA Bookkeeper
Virginia Gentry.....Secretary/Dean of Instruction
Grady Goforth.....Printing/Audio Visual
Barney M. Greene.....Purchasing Agent
Steve Hamilton.....Maintenance
Kathy W. Harris.....Secretary/Student Services
Paul Johnson.....Maintenance
Virginia W. Jones.....Bookkeeper
Sherrill Lowder.....Supervisor/Instructor/Diploma Programs
Grace Reynolds.....Library Technician
Gay Russell.....Librarian
Greg Sims.....Counselor
Anne Tarlton.....Assistant Bookkeeper
Les Turner.....Financial Aid Officer

FACULTY

Harold E. Anderson.....Gunsmithing
Victor M. Anderson.....Air Conditioning & Refrigeration
Nancy T. Barr.....HRD Instructor
John R. Baucom.....Gunsmithing
Donald O. Blake.....Light Construction
Sandra H. Braswell.....Criminal Justice
Mary A. Chesson.....English/Psychology
Janno Daniel.....Math
Patty W. Dutton.....Learning Lab Coordinator
Warren H. Erdner.....Gunsmithing
Douglas E. Eubank.....Pottery Production
Lacy V. Frye.....Automotive Mechanics
Joe H. Gill.....Taxidermy
Thomas L. Gordon.....Early Childhood Associate
Ted Harris.....Small Engines and Equipment
Russell L. Holmes.....Gunsmithing
Deborah D. Hunsucker.....Practical Nursing Education
Kenneth W. Jarvis.....Accounting/Business Adminstration
Gurney B. Jordan.....Automotive Mechanics
Harry T. McRae.....Light construction
Judy L. Miller.....Secretarial Science
Deborah B. Morton.....Practical Nursing Education
Talbert Myers.....Biology
Dempsey Owens.....Auto Body Repair
Robert W. Qualls.....Criminal Justice
James W. Ray.....Social Studies
Richard Sheffield.....Basic Quantity Cooking
James W. Thomas.....Auto Body Repair
Gilbert Wall.....Small Engines/Auto Mechanics
Wayne Wooten.....Criminal Justice

MONTGOMERY COUNTY

Montgomery County is located in the South Central part of North Carolina. The total land area of the county is 488 square miles or 319,850 acres, making it the forty-fifth largest county in the state. Seven thousand seven hundred acres of this total is in urban or built-up areas, 8,320 acres are covered by small and large lakes, 223,000 acres is forest (34,260 of which is owned by the Federal Forest Service), and 32,000 acres of cropland.

Topography of the county ranges from the relatively flatlands of the south-eastern quadrant to the rugged remains of the Old Uwharrie Mountain Chain in the northwestern quadrant. Elevations range from 200-1000 feet above sea level.

The climate is mild with a mean annual temperature of 61.4 degrees, average annual rainfall of 46.16 inches, average snowfall of 6.7 inches, and around 215 frost free days.

The population of the county is about 23,000 and remains steady. **Troy is the county seat and the home of Montgomery Technical College.**

Montgomery is a totally rural county with 95.9% of the population classed rural non-farm and 4.1% classed rural farm. Agriculture includes cotton, tobacco, dairying, livestock, poultry, and peaches. Candor is called the Peach Capital, with more than 1000 acres in peaches.

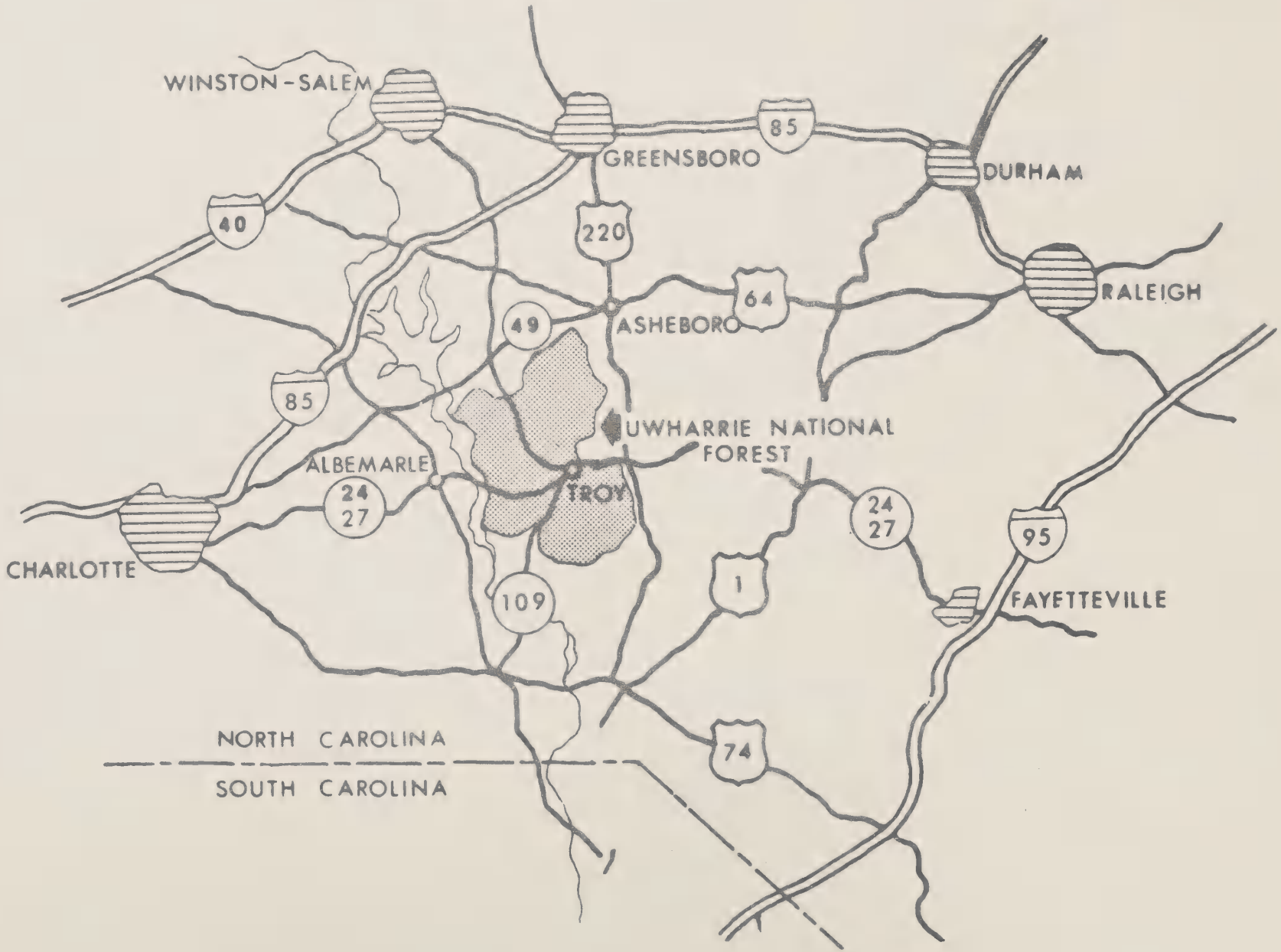
Principal inustries are textiles (spinning and weaving), apparel, knitting, furniture, lumber, mobile homes, rugs, curtains, and shoes. The balance are in construction, transportation, service and trades, government, etc. Mining consists of sand for the building trade and special clays for the clay products industry, and quartz.

Confined medical care is provided by a modern 86 bed hospital and a 55 bed convalescent home.

Housing conditions in the county have improved considerable over the past few years. Since 1972, 500 new homes have been built, over 100 renovated with all plumbing added, and many dilapidated units have been removed. Mobile homes play a large role in the total housing picture. There has been considerable growth in summer homes and recreational facilities along the lakes and forested areas of the county.

The most noticeable features about Montgomery County are the large tracts of mountainous, forested, undeveloped land. The Uwharrie Game Management Area and The Morris Mountain Big Game Restoration Area are located within the Uwharrie National Forest and are ideal for hunting. The Uwharie Game Management Area is open for deer hunting in November and its picnic facilities are open year round.

The lakes are ideal for all water related sports and fishing. Montgomery is the home of at least 21 hunt clubs and 3 Bass Master Clubs.


WINSTON-SALEM
GREENSBORO
85
DURHAM
40
220
RALEIGH
64
49
ASHEBORO
85
UWHARRIE NATIONAL FOREST
ALBEMARLE
24
27
TROY
24
27
95
CHARLOTTE
1
109
FAYETTEVILLE
NORTH CAROLINA
74
SOUTH CAROLINA

— NOTES —

INDEX

Academic Advisors....14
Accreditation....21
Admissions....5,6,7

Calendar....Inside Cover
Career Planning/Job Referral Services....15
College Level Examination Program....17
Continuing Education Programs....13
Continuing Education Units (CEUs)....17

Day Care Services....21
Directory of Personnel....22, 23,

Educational Programs....12, 13

Fees....11 & 12

Guidance & Counseling....14

History....3
Housing....8

Insufficient Enrollment....8
Insurance....10

Learning Resources Center....18

Message From The President....2
Montgomery County....24 & 25

Notice of College Regulations....8

Objectives....3
Orientation....15

Preparatory Courses....(Guided Studies)....13
Proficiency Examination For Credit....17
Purpose....3

Refund Policy....11
Registration....8
Resident Status For Admissions....7

Student Classification....7
Student Financial Aid....15
Student Government Association....4
Student Life....4
Student Responsibilities....14

Testing....15
Transfer of Credits....16
Tuition....9
Resident Status For Tuition Payment....9

Veterans Information....19-21
Visitor Information....1

MONTGOMERY TECHNICAL COLLEGE
P.O. DRAWER 487
TROY, N.C. 27371
(919) 572-3691